

IFB REGISTRATION FORM

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| IFB PMB-2017-53 | FURNISH WRITTEN TRANSLATION SERVICES OF VARIOUS VIOLENCE AGAINST WOMEN ACT DOCUMENTS FOR THE HAWAII PUBLIC HOUSING AUTHORITY |
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INSTRUCTIONS

Please complete this IFB Registration Form and submit it to the HPHA Contract and Procurement Office when you picked up your bid packet. A copy of this form will be made for you as it contains important dates, times and information. If you downloaded the IFB packet online, please complete and fax this form to Mr. Rick Sogawa, IFB Coordinator at (808) 832-6039 to register your receipt of this IFB.

Please review the IFB packet carefully and contact Rick Sogawa, IFB Coordinator, at (808) 832-6038 should you have any questions.

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| Pre-Bid Conference | Thursday, December 7, 2017, 9:00 a.m. Hawaii Standard Time (HST) at the HPHA Building A Conference Room No. 1, 1002 North School Street, Honolulu, Hawaii 96817. | | |
| Bid Offer Due Date: | Due not later than 10:00 a.m. HST on Wednesday, December 20, 2017 at the HPHA, Central Files Office, 1002 North School Street, Building D, Honolulu, Hawaii 96817. | | |
| Bid Opening: | Wednesday Dec 20, 2017 | 10:15 a.m. at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817. | |
| Date: _____ | | | |
| Company: _____ | | | |
| Address: _____ | | | |
| _____ | | | |
| Phone #: _____ | | Cell #: _____ | |
| Fax #: _____ | | | |
| Contact Person: _____ | | | |
| _____ | | | |

Signature of Person Receiving the Bid Packet

REQUIRED CERTIFICATIONS:

The following must be submitted with the bid offer form:

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| <input checked="" type="checkbox"/> Hawaii Compliance Express Certificate of Vendor Compliance* | <input checked="" type="checkbox"/> Corporate Resolution of Authorized Signer |
| <input checked="" type="checkbox"/> Wage Certificate | <input checked="" type="checkbox"/> HUD Form 5369-C |

The following must be submitted prior to execution of contract:

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| <input checked="" type="checkbox"/> Certificate of Liability Insurance | <input checked="" type="checkbox"/> Hawaii Compliance Express Certificate of Vendor Compliance* |
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☐ Other: _____